

July, 1999

Dear Applicant:

We are pleased to announce that the International Education and Graduate Programs Service is accepting applications for multi-year (up to three years) grants under the Graduate Assistance in Areas of National Need (GAANN) Program for fiscal year (FY) 2000 (academic year 2000-01).

GAANN provides grants to academic departments and programs of institutions of higher education to support graduate fellowships for students with excellent records who demonstrate financial need and plan to pursue the highest degree available in their course of study.

We will accept grant applications in academic areas, designated by the Secretary as areas of national need for FY 2000: biology, chemistry, computer and information sciences, engineering, geological and related sciences, mathematics, and physics. A department or program of an institution of higher education may submit a multidisciplinary or interdisciplinary project application in more than one of these designated academic areas, provided no single department or program receives more than \$750,000 in new or continuing GAANN grants in any fiscal year. A department or program may not submit more than one application for a new GAANN grant in any fiscal year.

Within the academic areas of national need, the Secretary is particularly interested in receiving applications from: (1) interdisciplinary programs for projects designed to involve academic fields in two or more of the designated areas of need; and (2) geological science programs for projects that will train Ph.D. students for careers in the field of computational earth science.

Please note that the closing date for submission of applications is **October 4, 1999**.

All forms and instructions necessary for completing the application are contained in this booklet. Applicants are cautioned to follow the instructions for completing and submitting the application.

For further information regarding the program, please contact Ms. Cosette Ryan in the Office of International Education and Graduate Programs. Ms. Ryan's telephone number is (202) 260-3608; you may also contact Ms. Ryan on e-mail at **cosette_ryan@ed.gov** and by fax at (202) 205-9489.

Thank you for your interest in the Graduate Assistance in Areas of National Need Program.

Best Regards,

Robert L. Belle, Jr., Ed.D.
Acting Deputy Assistant Secretary
for Higher Education Programs

FREQUENTLY ASKED QUESTIONS AND ANSWERS ON THE GAANN PROGRAM

1. *The selection criteria at C.F.R. 648.31, consider an applicant's policies and procedures to ensure enrollment of talented graduate students from traditionally underrepresented backgrounds. Do these criteria require an applicant to give priority to or set aside stipends for students based on race or ethnicity?*

That is not the intent of the selection criteria. Rather, they are intended to direct applicants to engage in outreach and recruitment efforts as a means of fostering the enrollment of eligible students from traditionally underrepresented backgrounds. The GAANN criteria do not independently require or authorize applicants to give priority for or set aside stipends for students based on race or ethnicity.

It should be noted, however, that an institution of higher education (IHE) is permitted to take race and ethnicity into consideration in the award of financial aid, provided that the institution complies with the legal principles described in the Department's policy guidance on race-targeted financial aid, under Title VI of the Civil Rights Act, which was published in the Federal Register on February 23, 1994 (59 FED.REG.8756). In summary, it is permissible for IHEs to consider race and ethnicity in granting financial aid in order to promote diversity of their student body and to remedy the effects of discrimination. As explained in this guidance, use of race or ethnicity as a remedy or to promote diversity, must otherwise comport with the requirements of narrow tailoring. IHE's in the Fifth Circuit should note that their discrimination in a public school system as a whole is unclear in light of the Fifth Circuit's decision in Hopewood v. Texas, 78F. 3d 932 (5th Cir.) cert. denied, Texas v. Hopewood, 115 S. CT. 2581 (1996).

2. *Who may submit an application?*

Any academic department or program of an institution of higher education may submit an application if it offers courses of study leading to a graduate degree in a designated area of national need and has been in existence for **at least four** years. An academic department may submit a joint application with a non-degree granting institution provided there are formal arrangements for the support of doctoral dissertation research by GAANN fellows.

Applications generally request fellowship support for the three years permitted by statute. Beginning in fiscal year 1995, recipients of GAANN grants will no longer be required to submit non-competing continuation applications for each budget period after the first year. Instead, grantees will submit interim performance or confirmation reports as directed by program staff. Instructions on submitting such reports will be given to grant recipients in a timely fashion.

3. *At what levels of graduate study are students eligible for GAANN fellowships?*

Students are eligible for GAANN fellowships at any point in their graduate study in a designated discipline. Students studying for a master's degree are eligible for a fellowship **if they intend to pursue the highest possible degree in their field.**

4. *What is the maximum individual stipend under this program?*

For a student receiving a GAANN fellowship for the first time in academic year 1993-94 and beyond, the maximum stipend is \$14,000 (\$15,000 in FY 2000) or demonstrated financial need, whichever is **less**. (Note: Need assessment **must** be determined in accordance with Title IV, Part F of the Higher Education Act, as amended.)

5. *What is the institutional payment and how can it be used?*

The institutional payment is an annually adjusted amount that is paid by the Federal Government to an academic department or program receiving a grant. The payment **must be first applied against** a fellow's tuition and fees. The remaining funds may be used to pay other educational costs of the fellow. These cost may include: expenses incurred in research or cost of materials or supplies required of students in the same course of study. **Please refer to 648.62 for further clarification.**

6. *How can a GAANN project meet the purposes of the program?*

The purpose of the program extends beyond the temporary Federal support of graduate fellowships. The purpose as stated in the statute is to "provide fellowships through academic departments and programs of institutions of higher education to assist graduate students with excellent records who demonstrate financial need and plan to pursue the highest degree available in their course of study." The applying department, program, or academic unit should address how receiving the grant will benefit the unit, and how the department will ensure that it will award fellowships to individuals who satisfy the requirements of § 648.40.

7. *What is the difference between the description of resources in the quality of academic program criterion and the adequacy of resources criterion? If an answer is given under one criterion, must the other criterion be addressed as well?*

The criterion *Quality of the Graduate Academic Program* requires a description of the distinctiveness of the graduate program and the resources available in the applying department or program related to its research and teaching activities, including faculty, equipment, and facilities. Under the criterion *Adequacy of Resources*, the applicant should describe the personnel and material resources available to it that are likely to result in the success of the GAANN project itself should the applicant be funded. Both criteria must be addressed.

8. *How are applications selected for funding?*

Applications are selected for funding based on the relative quality of all competing applications as determined by review panels of experts selected by the Department of Education. The panelists review the applications and assign scores based on their evaluations according to the selection criteria stated in the program regulations. Grants are awarded to applications with the highest scores, with consideration for geographical balance and institutional type, until the available funds are depleted.

9. *How many copies of the application must be submitted and must they be bound?*

Submit **ONE INK SIGNED ORIGINAL APPLICATION AND TWO COPIES**. Pages should be securely fastened, but without binders. Applicants should also include three copies of their graduate bulletins, photographs, or other materials that are unduplicable.

10. *How should the application be submitted?*

The applications can be mailed or hand-delivered to the Department of Education only in accordance with the "Application Transmittal Instructions" on page 6 of this application package.

11. *Should previous GAANN grants be mentioned in the current application?*

Discussing the outcomes of previous GAANN grants is optional. Points are not added to or subtracted from an application for prior GAANN experience.

12. *Will applications be returned if they are not funded?*

No. The Department of Education no longer returns unsuccessful applications. Copies of the reviewers' comments are mailed to all unsuccessful applicants.

PART II BUDGET INFORMATION INSTRUCTIONS

General Instructions: Prepare Part II - Budget Information forms for **all years** of your proposed project.

Single discipline or area project applicants need **only** complete Sections A and B.

Applicants requesting support for more than one discipline or area must complete Section A and B for each discipline for which support is requested **and** Section C and D if more than one discipline. (Please make additional photocopies of all budget forms if necessary).

SECTION A: FELLOWSHIP DATA FOR EACH DISCIPLINE

Complete this section for each discipline or area proposed for your fellowship project.

1. **Discipline and CIP code.** Enter the national need priority area or discipline and the Classification of Instructional Programs (CIP) code addressed in the application. List only one discipline or area and one CIP code. **If support for more than one discipline or area is requested, a separate form (Section C and D) must be filled out for each discipline or area.**
2. **Number of fellowships from Federal funds.** Enter the number of fellowships to be supported from Federal funds for each year of the proposed project.
3. **Additional fellowships from institutional matching contributions.** Enter the number of additional fellowships, that will be supported from institutional matching contributions for each year of the proposed project.

SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Institutional matching contributions must equal a minimum of 25% of the Federal funds requested.

4. **Stipends.** Enter the dollar amounts of requested Federal funds and non-Federal contributions (institutional matching) for each year of the proposed project. Sum the totals for all the years of the proposed project. Stipends may not exceed \$15,000 per GAANN fellow for each academic year.
5. **Institutional payment.** Enter the Federal funds for the institutional payment for each year of the proposed project. Sum the total for all the years of the proposed project. Calculate an institutional payment of \$10,375 per GAANN fellow for each academic year.
- 6 - 8. **Tuition, fees, and other educational costs.** Enter the amounts of tuition, fees, and other educational costs to be contributed from institutional matching (non-Federal) funds for each year of the proposed project. Sum the totals for all the years of the proposed project.
9. **Total.** Sum the Federal funds requested and the institutional matching funds to be contributed for each year of the proposed project. Sum the totals for all the years of the proposed project. Total Federal funds requested must not be less than \$100,000 nor greater than \$750,000 in any fiscal year. **Institutional matching contributions must be no less than 25% of Federal funds awarded.**
10. **Total program funds.** Enter the total of Federal and institutional (non-Federal) matching funds for each year of the proposed project. Sum the totals for all the years of the proposed project.

SECTION C: FELLOWSHIP DATA SUMMARY FOR TWO OR MORE DISCIPLINES

Complete this section for two or more disciplines or areas proposed for your fellowship project.

1. Disciplines and CIP codes. Enter the national need priority areas or disciplines and the Classification of Instructional Programs (CIP) codes for all areas addressed in the application. The data entered must be consistent with entries in all the Section A and B forms completed for each single discipline.
2. Total number of fellowships from Federal funds. Enter the total number of fellowships for all disciplines to be supported from Federal funds for each year of the proposed project.
3. Total additional fellowships from institutional matching contributions. Enter the total number of additional fellowships, if any, that will be supported for all disciplines from institutional matching contributions for each year of the proposed project.

SECTION D: SUMMARY OF FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

Use this section to summarize all requested allowable costs for all disciplines for all the years of the proposed project. Sum all totals. See the instructions for Section C.

GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM
PART II. - BUDGET INFORMATION

SECTION A: FELLOWSHIP DATA FOR EACH SINGLE DISCIPLINE

1. Discipline and CIP code	2. Number of fellowships from Federal funds 1st year: 2nd year: 3rd year:	3. Additional fellowships from institutional matching contributions 1st year: 2nd year: 3rd year:
----------------------------	--	--

SECTION B: FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS

	1st Year		2nd Year		3rd Year		Total	
Allowable Cost Categories	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends								
5. Institutional Payment								
6. Tuition								
7. Fees								
8. Other Educational Costs								
9. Total								
10. Total Program Funds (Federal + Non-Federal)								

Note: Please refer to 34 CFR Part 648 Subpart F-- What are the Administrative Responsibilities of the Institution for budget information.

(Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over.

GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED (GAANN) FELLOWSHIP PROGRAM

FELLOWSHIP DATA SUMMARY FOR TWO OR MORE DISCIPLINES

SECTION C: FELLOWSHIP DATA SUMMARY FOR TWO OR MORE DISCIPLINES								
1. Disciplines and CIP codes	2. Total number of fellowships from Federal funds 1st year: 2nd year: 3rd year:				3. Total additional fellowships from institutional matching contributions 1st year: 2nd year: 3rd year:			
SECTION D: SUMMARY OF FEDERAL FUNDS REQUESTED AND REQUIRED INSTITUTIONAL MATCHING CONTRIBUTIONS								
	1st Year		2nd Year		3rd Year		Total	
Allowable Cost Categories	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal
4. Stipends								
5. Institutional Payment								
6. Tuition								
7. Fees								
8. Other Educational Costs								
9. Total								
10. Total Program Funds (Federal +Non-Federal)								

(Federal funds remaining at the end of the current budget period will be carried over into the next budget period. The total amount of the next budget period may be reduced by the amount carried over).

PART III -- APPLICATION NARRATIVE INSTRUCTIONS

Before preparing the application narrative, the applicant should read **carefully** the program statute, information regarding priorities in the Notice Inviting New Applications, and the program regulations including Subpart B, §648.20, How Does an Institution of Higher Education Apply for a Grant? and Subpart C, §648.30 through §648.33, How Does the Secretary Make an Award?

The narrative should --

1. Begin with an abstract of the proposed project, i.e., a short summary covering the discipline(s) and anticipated numbers of GAANN fellows to be involved, and the expected outcomes.
2. Describe the current academic graduate program and the proposed project addressing each selection criterion in sequential order.
3. Include a statement addressing the General Education Provisions Act (GEPA)
4. Include any other pertinent information that might assist the Secretary in the review of the application.

The Secretary strongly requests the applicant to limit the application narrative no more than 30 double-spaced, typed pages (on one side only), and printed in font size 12. An applicant submitting an application requesting support in more than one national need area may submit no more than the suggested page limit for each national need area requested.

While you are required to submit an original and two copies of the application, your voluntary submission of a signed original and three copies would help expedite the process.

ABSTRACT

Use this space for a brief abstract of your project

GUIDANCE ON SECTION 427 OF GEPA

The purpose of this enclosure is to inform you about a new provision in the U.S. Department of Education's General Education Provisions Act (GEPA) that will apply to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new discretionary grant awards under the Graduate Assistance in Areas of National Need program. All applicants must include information in their applications to address this new provision in order to receive funding.

What Does This Provision Require?

Section 427 requires each institution applying for funds to include in its application a description of the steps the applicant proposes to take to ensure, for students, teachers, and other beneficiaries with special needs, equitable access to and participation in its Federally-assisted program.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

How Might an Applicant Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project servicing, among others, adults with limited English proficiency, might describe in its

application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement *

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, DC 20202-4651.

* This burden statement applies only to GEPA section and not to the application.

General Education Provisions Act (GEPA) Requirement

Applicants should use this section to address the GEPA provision.

Notice to Applicants: The Government Performance and Result Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning all children.*
- Goal 3: Ensure access to postsecondary education and lifelong learning.*
- Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.*

The performance indicators for the GAANN Program are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning. Among the Department's objectives for Goal 3 is that "secondary school students get the information and support they need to prepare successfully for postsecondary education."

What are the Performance Indicators for the GAANN Program?

The Department's specific goal for the GAANN program is "to provide a fellowship program to assist graduate students of superior ability who are studying in areas of national need." The objective and performance indicators are as follows:

1) Increase the graduation rate of students in areas of national need, including those of under-represented and financially needy groups.

(1.1) **Graduate school completion.** The percentage rate of U.S. citizens and permanent residents who receive a GAANN fellowship and obtain a doctorate in an area of national need; the percentage rate will increase.

(1.2) **Percentage enrollment of targeted populations.** There will be an increase in the number of financially needy U.S. citizens and permanent residents who receive a GAANN grant to pursue a doctorate in designated areas of national need.

GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED PROGRAM

STATUTORY ASSURANCES

This form must be signed by the official who has authority to commit the organization to accept Federal funds and submitted with the application.

1. From the funds received under this program, the applicant will make commitments to graduate students at any point of their graduate study to provide stipends for the length of time necessary for the student to complete the course of graduate study, but in no case longer than five years. No such commitments will be made to students under this program unless the applicant has determined that adequate funds are available to fulfill the commitment from either funds received or anticipated under this program, or from institutional funds. In the event that funds made available to the academic department under the program are insufficient to provide the assistance due a student under the commitment entered into between the academic department and the student, the academic department will endeavor, from any funds available to it, to fulfill the commitment to the student.
2. For a fellowship initially awarded for the academic year 1998-99, or any succeeding academic year, the applicant will ensure that a stipend paid a fellow will be at a level of support equal to that provided by the National Science Foundation graduate fellowships, except that such amounts shall be adjusted as necessary so as not to exceed the fellow's demonstrated level of financial need.
3. The applicant will ensure that no student shall receive an award except during periods in which such student is maintaining satisfactory progress in, and devoting essentially full time to, study or research in the field in which such fellowship was awarded, or if the student is engaging in gainful employment other than part-time employment involved in teaching, research, or similar activities determined by the institution to be in support of the student's progress toward a degree.
4. The applicant will ensure that it will provide, from other non-Federal funds, for the purposes of the fellowship program under this part an amount equal to at least 25 percent of the amount of the grant received under this part.
5. The applicant will ensure that Federal funds or institutional matching contribution made available under this part for any fiscal year will be used to supplement and, to the extent practical, increase the funds that would otherwise be made available for the purpose of this part and in no case to supplant those funds.
6. The applicant will ensure that the academic department will provide at least one year of supervised training in instruction in accordance with §648.61 of the program regulations.

Signature of Authorized Certifying Official

Date

Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date.

Applications Delivered by Mail

An application sent by mail must be addressed to:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.200
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4725

An Application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications delivered by Hand/Courier Service

An application that is hand delivered must be taken to:

U.S. Department of Education
Application Control Center
Room 3633
Regional Office Building 3
7th & D Streets, S.W.
Washington, D.C. 20202-4725

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

**IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS
IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS
GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal that is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

CHECKLIST FOR APPLICATION PACKAGE

[] Does the application include each of the following?

- ☐ Cover page
- ☐ Budget forms
- ☐ Detailed budget for each year of the grant
- ☐ Application Narrative
- ☐ Abstract
- ☐ Assurances, Certifications and Disclosure Forms
- ☐ Information to address the provisions specified in Section 427 of GEPA

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1965, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid control number for this information collection is 1840-0604. The time required to complete this information collection is estimated to average 41.33 hours per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4551. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Cosette Ryan, International Education and Graduate Programs Service, U.S. Department of Education, 400 Maryland Avenue, SW, Portals Building, Suite 600, Washington, DC 20202-5247.